



## Process to Donate Leave - EMPLOYEE

**Where:** Employee Leave Balance page  
**Who:** Employee  
**Timeframe:** Anytime during pay period

### Purpose:

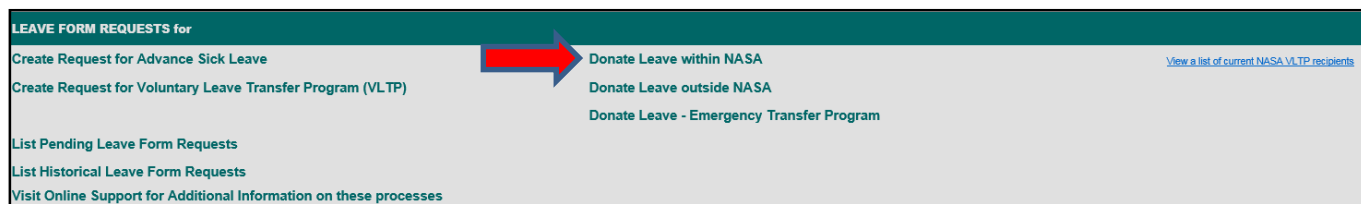
An employee may donate their accrued or restored annual leave to any Federal employee on the Voluntary Leave Share program.

### Policy:

- Donations may be made:
  1. Within NASA
  2. Outside NASA**OR**
  3. Emergency transfer declared by the President (i.e., Hurricane Katrina, etc.). A leave pool is used by those employees affected by the emergency
- The maximum number of use/lose annual leave hours a Leave Donor may donate is the lesser of the following:
  1. No more than half the accruals earned in the current leave year
  2. No more than the number of hours remaining in the leave year for which he/she has time to take leave.
- The employing agency may waive these limitations under special circumstances
- The minimum leave amount an employee may donate is one hour
- Employees may not donate leave to their immediate supervisor
- Once approved, a leave donation is not revocable

### Request Procedure to Donate Leave inside NASA:


1. From the employee Leave Balance page, click on the “Donate Leave within NASA” link.





## 2. Follow the steps below:

- All fields are required
- After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen
  - Note:** The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE.
- Review information for accuracy, read the certification and privacy act statements, and check the box if you agree to the Terms and Conditions.
- Click SUBMIT REQUEST (located beneath the privacy act statement)



### Request to Donate Annual/Restored Leave for

New Leave Request

Initiated by:

Status: Unknown

List Pending  
List Historical

Continue Cancel

All fields are required. Please read the [Limitations on Leave Donations from the Office of Personnel Management \(OPM\)](#).

**Limitations on Leave Donations**  
In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated

Amount of RESTORED ANNUAL LEAVE to be donated

If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:

☐ Current Leave Year

☐ Next Leave Year


Name of individual to whom leave is being donated

Center of individual

Relationship (if any) to whom leave is donated

Comments (include justification)

500 / 500



### Request to Donate Annual/Restored Leave for

Leave Request Number:

Initiated by:

Status: Initiated

List Pending  
List Historical

Continue Cancel

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button located at the bottom of the form.

All fields are required. Please read the [Limitations on Leave Donations from the Office of Personnel Management \(OPM\)](#).

**Limitations on Leave Donations**  
In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated

Amount of RESTORED ANNUAL LEAVE to be donated

If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:

☒ Current Leave Year

☐ Next Leave Year

Name of individual to whom leave is being donated

Center of individual

Relationship (if any) to whom leave is donated

Comments (include justification)

500 / 500

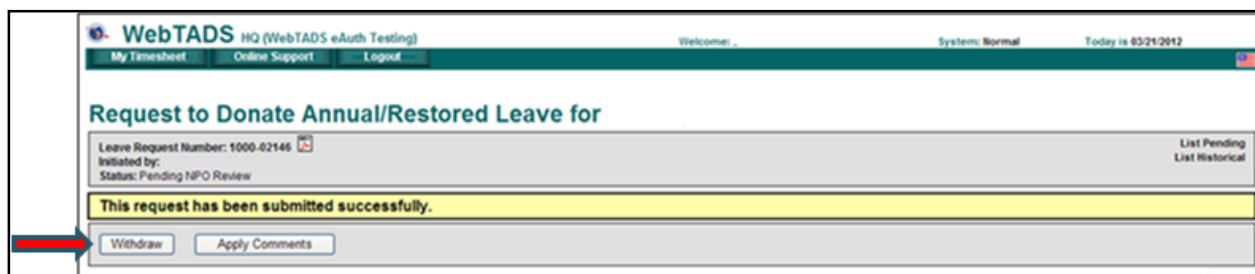
Request Number	Employee	Status	Number of AL Hours	Number of RL Hours	Changed On	Changed By
2100-01949		Initiated	40.0	0.0	11/05/2015 14:24:53	
2100-01949		Initiated	40.0	0.0	11/05/2015 14:25:20	

Certification: ☒ Privacy Act Statement: ☒

☐ I agree to the Terms and Conditions.

Submit Request

3. After submitting the request, a success message will display. At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the NSSC Payroll office.

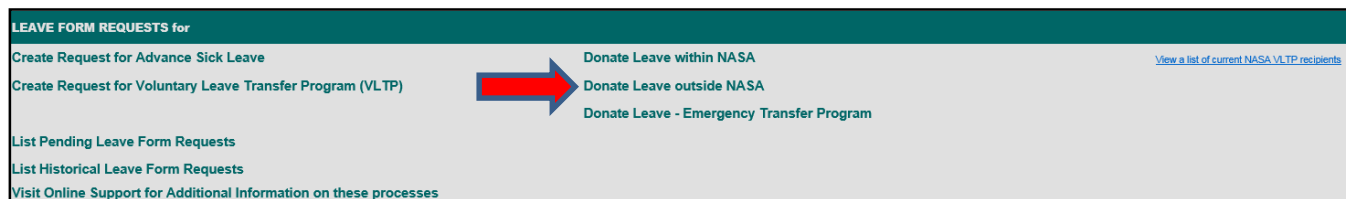


The screenshot displays the WebTADS interface. At the top, there is a header bar with the NASA logo, the text 'WebTADS HQ (WebTADS eAuth Testing)', and navigation links for 'My Timesheet', 'Online Support', and 'Logout'. Below the header, the main content area shows a 'Request to Donate Annual/Restored Leave for' section. This section includes a 'Leave Request Number: 1000-02146', 'Initiated by:', and 'Status: Pending NPO Review'. A yellow banner across the middle of the section states 'This request has been submitted successfully.' Below this banner, there are two buttons: 'Withdraw' and 'Apply Comments'. A red arrow points to the 'Withdraw' button. On the right side of the 'Request to Donate Annual/Restored Leave for' section, there are links for 'List Pending' and 'List Historical'.

4. The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

## Request Procedure to Donate Leave outside NASA:

1. From the employee Leave Balance page, click on the “Donate Leave outside NASA” link.



**LEAVE FORM REQUESTS for**

- Create Request for Advance Sick Leave
- Create Request for Voluntary Leave Transfer Program (VLTP) ➔
- List Pending Leave Form Requests
- List Historical Leave Form Requests
- Visit Online Support for Additional Information on these processes

Donate Leave within NASA

Donate Leave outside NASA

Donate Leave - Emergency Transfer Program

[View a list of current NASA VLTP recipients](#)

2. The leave form displays with accrued leave as of the last pay period pre-populated (data gathered from FPPS). Follow the steps below:
  - a. All fields are required
  - b. After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen
    - i. **Note:** The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE
  - c. Review information for accuracy, read the certification and privacy act statements, and check the box if you agree to the Terms and Conditions
  - d. Click SUBMIT REQUEST (located beneath the privacy act statement)



## Request to Donate Annual/Restored Leave Outside Agency for

New Leave Request  
Initiated by:  
Status: Unknown

List Pending  
List Historical

All fields are required. Please read the Limitations on Leave Donations from the Office of Personnel Management (OPM).

### Limitations on Leave Donations

In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated

0.00

Amount of RESTORED ANNUAL LEAVE to be donated

0.00

Amount of annual leave accrued as of end of last pay period

84.00

If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:

- ☐ Current Leave Year  
☐ Next Leave Year

Name of NASA contact who can provide further information

Telephone Number

XXX-XXX-XXXX

Relationship of leave donor to leave recipient (if any)

Leave recipient's name

Agency

Agency's address

Agency's city

Agency's state

Agency's zip

Name of Outside agency contact who can provide further information

Address

Address

City

State

Zip

Telephone Number

Fax Number

XXX-XXX-XXXX

XXX-XXX-XXXX

Comments (include justification)

500 / 500

Request Number	Employee	Status	Number of AL Hours	Number of RL Hours	Changed On	Changed By
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Privacy Act Statement: ☐

## Request to Donate Annual/Restored Leave Outside Agency for

Leave Request Number: 2100-01950  
Initiated by:  
Status: Initiated

List Pending  
List Historical

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button located at the bottom of the form.

All fields are required. Please read the Limitations on Leave Donations from the Office of Personnel Management (OPM).

### Limitations on Leave Donations

In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated

40.00

Amount of RESTORED ANNUAL LEAVE to be donated

0.00

Amount of annual leave accrued as of end of last pay period

84.00

If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:

- ☒ Current Leave Year  
☐ Next Leave Year

Name of NASA contact who can provide further information

Jim Smith

Telephone Number

555-555-5555

Relationship of leave donor to leave recipient (if any)

Leave recipient's name

Agency

Agency's address

Agency's city

Agency's state

Agency's zip

Name of Outside agency contact who can provide further information

Address

Address

City

State

Zip

Telephone Number

Fax Number

None

John Smith

MDA

111 MDA Street

Huntsville

AL

35784

Jane Smith

1234 MDA Street

Huntsville

AL

35784

555-555-5555

555-555-5554

Comments (include justification)

500 / 500

Request Number	Employee	Status	Number of AL Hours	Number of RL Hours	Changed On	Changed By
2100-01950	RIO, JOSEPH L	Initiated	40.0	0.0	11/05/2013 14:28:51	ADMIN191, SY STEM (425)
2100-01950	RIO, JOSEPH L	Initiated	40.0	0.0	11/05/2013 14:28:58	ADMIN191, SY STEM (425)
2100-01950	RIO, JOSEPH L	Initiated	40.0	0.0	11/05/2013 14:45:17	ADMIN191, SY STEM (425)
2100-01950	RIO, JOSEPH L	Initiated	40.0	0.0	11/05/2013 14:45:20	ADMIN191, SY STEM (425)

Certification: ☒ Privacy Act Statement: ☒

☐ I agree to the Terms and Conditions

- After submitting the request, a success message displays. Employees may review the OPM Form 630B by clicking the PDF icon. Notice many fields are pre-populated. All pre-populated fields are generated from data received from the Federal Personnel & Payroll System (FPPS). Questions should be directed to the NSSC Contact Center at 877-677-2123 or [NSSCcontactcenter@nasa.gov](mailto:NSSCcontactcenter@nasa.gov). At this point, the request can be withdrawn or comments can be applied to the request. To apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the NSSC HR office and the NSSC Payroll office.

- The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

## Request Procedure to Donate Leave – Emergency Transfer Program:

- From the employee Leave Balance page, click on the Donate Leave – Emergency Transfer Program request form.



## 2. Follow the steps below:

- All fields are required
- After completion click CONTINUE. If errors are applicable, they will be displayed at the top of the screen
  - Note:** The SUBMIT REQUEST button will not be available until all errors are corrected. If necessary, correct errors and click CONTINUE
- Review information for accuracy, read the certification and privacy act statements, and check the box if you agree to the Terms and Conditions.
- Click SUBMIT REQUEST (located beneath the privacy act statement)

**Request to Donate Annual/Restored Leave for Emergency Transfer Program for**

New Leave Request  
Initiated by:  
Status: Unknown

Continue Cancel

All fields are required. Please read the Limitations on Leave Donations from the Office of Personnel Management (OPM).

**Limitations on Leave Donations**  
In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated: 0.00  
Amount of RESTORED ANNUAL LEAVE to be donated: 0.00  
Major disaster or emergency declared by President:

If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:  
☐ Current Leave Year  
☐ Next Leave Year

Comments (include justification):  
  
500 / 500

Request Number	Employee	Status	Number of AL Hours	Number of RL Hours	Changed On	Changed By
Privacy Act Statement: <input type="checkbox"/>						

**Request to Donate Annual/Restored Leave for Emergency Transfer Program for**

Leave Request Number:   
Initiated by:  
Status: Initiated

Continue Cancel

This request may be submitted. Please review the Certification and Privacy Act statements at the bottom of this form. After review, click the Submit Request button located at the bottom of the form.

All fields are required. Please read the Limitations on Leave Donations from the Office of Personnel Management (OPM).

**Limitations on Leave Donations**  
In any leave year, an employee may donate not more than one-half of the amount of annual leave he or she would accrue during the leave year. An employee with "use or lose" annual leave may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave year for which he or she is scheduled to work and receive pay. These limitations apply to a combined total amount of annual leave donated by an employee under the VLTTP and an agency leave bank program.

Amount of ANNUAL LEAVE to be donated: 40.00  
Amount of RESTORED ANNUAL LEAVE to be donated: 0.00  
Major disaster or emergency declared by President: Hurricane

If the hours I donate are returned unused, I prefer the hours to be returned in one of the following:  
☒ Current Leave Year  
☐ Next Leave Year

Comments (include justification):  
  
500 / 500

Request Number	Employee	Status	Number of AL Hours	Number of RL Hours	Changed On	Changed By
2100-01951	RIO, JOSEPH L	Initiated	40.0	0.0	11/05/2015 14:44:43	ADMIN(101), SYSTEM (425)
2100-01951	RIO, JOSEPH L	Initiated	40.0	0.0	11/05/2015 14:45:02	ADMIN(101), SYSTEM (425)

Certification: ☐ Privacy Act Statement: ☐  
☐ I agree to the Terms and Conditions.

Submit Request



- After submitting the request, a success message displays. At this point, the request can be withdrawn or comments can be applied to the request. If request is withdrawn comments are required. To only apply comments, type within the Comments section of the request; when finished, click APPLY COMMENTS. The comments can be reviewed by the Approver, the NSSC HR office and the NSSC Payroll office.

The screenshot shows the WebTADS interface. At the top, there's a header with the NASA logo, 'WebTADS LaRC (WebTADS eAuth Testing)', 'Welcome:', 'System: Normal', and 'Today is 03/21/2012'. Below the header, there are links for 'My Timesheet', 'Online Support', and 'Logout'. The main content area displays a 'Request to Donate Annual/Restored Leave for Emergency Transfer Program for'. It shows 'Leave Request Number: 2300-03378', 'Initiated by:', and 'Status: Pending NPO Review'. A yellow banner states 'This request has been submitted successfully.' Below this, there are two buttons: 'Withdraw' and 'Apply Comments'. A red arrow points to the 'Withdraw' button.

- The employee will receive an email notification that the request has been submitted and when the request has been approved by the NSSC Payroll Office.

## DOCUMENT HISTORY LOG

Author	Date	Description of Change
Jessica Rousseau	11/05/2015	Update wording and screen prints